



DEPARTMENT OF HIGHWAYS EMPLOYEE'S NEWSLETTER

OCTOBER 1982

## HIGHWAY PROGRAM FINDINGS

In the May issue of the Interchange I told you that a number of legislative and advisory groups were studying the Department of Highways, and highway problems. Now that these studies are complete I can report some of the major findings.

At the request of the Legislature, the Legislative Auditor looked at the Department's preconstruction and construction activities, the motor pool, and highway related laws. The Department of Highways and the Highway Commission were found to be substantially in compliance with laws and regulations related to economy and efficiency of the preconstruction and construction activities. A number of recommendations were made for improvement in management and operation, and for highway law changes.

A key recommendation was that the Legislature either (A) eliminate Financial Districts for the interstate and primary systems and allow the Department to set project priorities and allocate funds on a statewide basis, or (B) reduce the number of Financial Districts to five and base primary road allocations on costs and Department defined deficiency standards. A similar recommendation was made for secondary and urban systems.

The Auditor also recommended that the Legislature establish common boundaries for Commission Districts and Financial Districts if Financial Districts are retained, and the Department generally use the same boundaries as set by the Legislature for those districts for their construction, maintenance, right-of-way, and GVW districts.

## FEDERAL FUNDING?

At press time a complex and confusing federal legislative situation clouded the outlook for highway funding to states. There was serious question if Congress would enact an extension of the current Surface Transportation Assistance Act, which has an expiration date of September 30, 1982.

The situation is without precedent. If no action is taken, Montana will have no federal obligation authority after October 1st. As an

Changes in Department operations were also called for by the Auditor. Several of these changes, such as the new Administrative districts, were in progress at the time of the audit. Other recommended changes will improve operations and will be implemented.

The Governor's Transportation Advisory Council was charged with developing recommendations on Montana's major transportation problems, including highways. The Council passed several measures designed to generate \$48 million for highway reconstruction and maintenance.

Those measures include making permanent the current 1-cent gasoline tax which is due to expire on July 1st of 1983; increasing both gasoline and diesel fuel taxes an additional 3½ cents; removing Highway Patrol funding from earmarked highway funds; raising GVW funds 35 percent across the board; and diverting 20 percent of the total coal severance tax to the Highway Reconstruction Trust Account.

In addition, the Council passed a recommendation stating that since the highway financial districts are an impediment to the prioritizing of statewide highway projects and needs, and impede the best use of the funds on a statewide basis, a better method should be devised for the benefit of the state.

The Council unanimously rejected several sources of highway financing, including bonding, GVW fines, traffic fines, and license fees.

Finally, a Legislative Joint Subcommittee on Highways under Representative Harp

made several recommendations on funding and DOH responsibilities.

For funding the Subcommittee called for making the 1-cent fuel tax permanent; allocating \$10 million from the coal tax; allocating ½ percent of the oil severance tax; retiring bonds with a 3-cent fuel tax; removing the Highway Patrol from the highway account; and increasing GVW fees by 35 percent.

The Subcommittee also recommended the Financial Districts be reduced from 12 to 5 and made to coincide with Commission Districts, and the Highway Commission be empowered to establish priorities for construction and reconstruction, and to select projects for contract.

Although the Department of Highways hasn't taken a final position on all of the proposals, it is encouraging that all the groups studying highway problems have recognized the need for increased funding of highway programs, and legislative change to give the Department more flexibility.

With that background, and the hard work the Department has been doing to achieve a realistic budget, I'm optimistic that the highway program will receive more positive treatment during the upcoming legislative session.

example of the immediate effect, during the months of October and November ten construction projects affecting all highway systems in Montana scheduled for letting to bid will have to be delayed.

Serious interruptions will also occur in our long-term planning and preconstruction efforts because we will have no indication of the level of federal support we can expect beyond Fiscal Year 1983.

Some sources believe the Congress will not complete any legislation on highway funding until the "lame duck" session which takes place after the November elections.

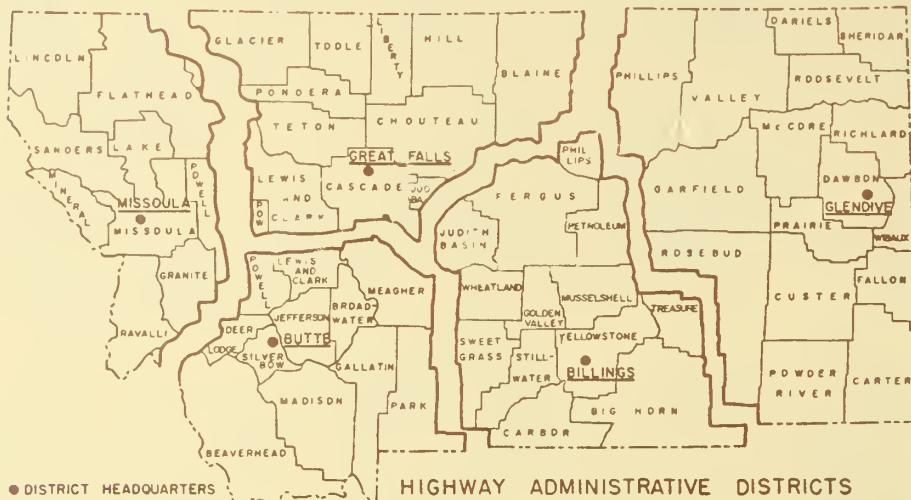
## JOB SKILLS PAY OFF!

Mike Moody, a sectionman at Rogers Pass, was the first place finisher in a recent Operators' Skill Contest for two yard front loaders. The contest was held in Missoula during an open house sponsored by an equipment company.

Mike was one of 35 contestants over a timed obstacle course which included backing, loading and turns. For his winning efforts, Mike was awarded a trophy and \$500.00 cash.

Mike is a 7½ year Department employee and has been at Rogers Pass for 2 years.

# NEW DISTRICTS



• DISTRICT HEADQUARTERS      HIGHWAY ADMINISTRATIVE DISTRICTS

On September 7th the district engineers formally assumed their duties in the five newly formed districts. Under the recent reorganization each district engineer will report directly to the Director of the Department of Highways. Four of the district engineers are profiled here. Duane Meiers of the Billings District was profiled in the May issue of *The Interchange*.

## NON-TRADITIONAL TRAINING

A new era has arrived in the Department of Highways. Successfully completing the Truck Driver U5T Training Program held in Billings on September 21, 22, and 23, were Dorothy Bruer—Helena, Mary Grant—Bozeman, Mary Swan—Bozeman, Susan Harn—Miles City, and Samuel Montayne—Billings. Susan Harn received the Superior Achievement Level award for excellence. Truck driving positions have traditionally been male dominated, but because of the efforts of the Maintenance and Equipment Division; and the Civil Rights Unit, a pool of qualified female applicants, along with RIF'd employees, will now be available to fill existing vacancies.

The course participants learned about non-traditional work roles, and took part in hands-on sessions on preventive maintenance, changing tires, digging post holes, snowplow installation, behind-the-wheel driving, and safety. Instructors for the course were Roy Symons, training officer, Maintenance and Equipment Division, Sylvan Donegan, division trainer, Butte Division; Betty R. Taylor, manager, Civil Rights Unit; and Dave McLaughlin, compliance officer, Civil Rights Unit. The instructors deemed the program a success due to the greatly increased scores between the pre-tests and the post-tests.

The second training session will be held in Helena on October 19, 20, and 21, 1982. Participants in the second session will be Marlene Swartz—Missoula, Nancy Ostle—Great

Falls, Runelle Riggin—Kalispell, Debbie Daragh—Butte, and Micky Phillips—Lewistown. Alternates selected for the program include Kim Dickinson Beary—Billings, Robert Finley—Helena, Dennis Dietrich—Helena, and Lucinda Liegland—Missoula.

By training females for the Truck Driver U5T position, the Department will be on the road to remedying the under-representation in this occupational group. The goal in the 1982-84 Affirmative Action Plan is to place at least two qualified females in each District in the Truck Driver U5T position.

Don't be surprised when you see a permanent lady Truck Driver U5T truckin' on down the highway!

## PUBLIC INFORMATION ABOUT EMPLOYEES

All requests, verbal or written, concerning employee information are referred to the Highway Personnel Division. Requests from lending institutions may have to go to the Accounting Bureau to be completed.

Requests for employee information must be in writing and ask for specific information. An employee's title, date and duration of employment, and salary are public information by state law, will be released on written request. Other information is considered confidential and is not released without the knowledge of the employee.

Grants or denials for information requests are in writing. If the request is denied, the reason for the denial is stated. A copy of the reply is sent to the employee.



## BORDEN—MISSOULA DISTRICT ENGINEER

Vernon D. Borden will supervise the Missoula District. Borden, 48, was born in Minnesota and educated there, and in New Mexico. He has been with the Montana Department of Highways for 19 years.

Borden began as an engineer in training in Helena, and was later assigned to Missoula Division. He has been a bridge inspector in Polson, a resident engineer in Libby, and division construction engineer in Lewistown. His most recent post was Wolf Point where he had been division construction supervisor and maintenance chief. He is a registered professional engineer in Montana.

Borden and his wife have two children, one in grade school and one in high school.

## SAFETY AND TRAINING

During October and November the Safety and Training Bureau will be reviewing the information supplied by the Divisions and Bureaus on "Job Career Assessment." From this information an annual training plan for 1983 will be developed.

The Department will host several National Highway Institute courses this fall. Two one-day traveling courses; Microcomputer Applications in Transportation Engineering, and Professional Skills for Clerical Personnel will be offered at the District headquarters this winter. Starting September 27th, Montana State University will present a video tape course, Behaviour of Steel Structures. Three courses; Principles of Accounting, Introduction to Computer Science, and Letter, Report, and Technical Writing are now being presented in conjunction with Carroll College at Helena headquarters.

During October the Training Officer will be contacting higher educational institutions in the District areas to see if courses are available for advanced education.



## RAPP—BUTTE DISTRICT ENGINEER

Kenneth G. Rapp will supervise the Butte District. Born in Helena and raised in Butte, Rapp, 46, received his engineering degree at M.S.C. in Bozeman.

Beginning as an engineer in training in 1959 in the Butte Division, Rapp has worked in Helena as a bridge designer and assistant bridge engineer, and in Miles City as a division construction engineer. Most recently he was division construction supervisor in Butte. He is a registered professional engineer in Montana.

Rapp is married and has five children ranging from grade school to college age.

## WHAT'S A MOM?

The Montana Operations Manual, referred to as MOM, is a tool to administer State personnel policies. MOM Manuals are assigned to supervisors and managers. Employees have access to MOM through their immediate supervisor.

The MOM Manual strives for consistency and uniformity, in management for all employees of the State of Montana regardless of the employee's work site, department, or agency within the Executive Branch.

## GVW VIOLATIONS

In July and August there were 492 overweight citations issued for a total due of \$25,895. There were 29 citations issued between 10,000 and 15,000 pounds, 20 issued between 15,000 and 20,000 pounds, and 12 issued between 20,000 and 30,000 pounds.

Citations for 30,000 pounds and up were; Mikesell Sales & Service, White Sulphur Springs; Clark Brothers, Darby; Justice Water Service, Westby; Payne Logging, Libby; Diamond Int., Superior; La Velle Powder, Butte; and Wm. H. Clayton, Townsend.



## BARNARD—GREAT FALLS DISTRICT ENGINEER

Thomas J. Barnard will supervise the Great Falls District. Raised and schooled in Montana, Barnard, 37, has been with the Montana Department of Highways since 1967.

Starting as an engineer in training in the Kalispell Division, Barnard has been a project manager, assistant supervisor of Construction, supervisor of Construction, and chief of Maintenance in both the Kalispell and Missoula Divisions. He is a registered professional engineer, in Montana.

Barnard is married and has four children ranging from grade school to young adult.



## RANDALL—GLENDAIVE DISTRICT ENGINEER

Jay B. Randall will supervise the Glendive District. Randall, 46, was born and educated in Montana. He has been with the Montana Department of Highways for 22 years.

Randall's experience includes 10 years in the Bozeman Division, working from roadman to designer; 5 years in Preconstruction as a design crew chief in Helena, and positions as assistant supervisor and supervisor of Construction in Billings, Lewistown and most recently Miles City. He is registered as a professional engineer in Montana.

Randall and his wife have two children in college and one in high school.

## LETTING PLANS . . . OCTOBER AND NOVEMBER

The following is a list of projects tentatively scheduled for the October 28th and November 18th bid lettings.

PROJECT LOCATION	MONTH	INTERSTATE PROJECTS	MILES
St. Regis E & W	Nov.	structures & approaches in St. Regis area	---
		<b>PRIMARY PROJECTS</b>	
Fairfield-East	Oct.	reconstruction, bridge	5.0
Butte	Oct.	reconstruction, plant mix surface (Harrison Avenue)	
Billings	Oct.	reconstruction, new structure (Busby-Kirby)	3.0
Plentywood	Nov.	plant mix surface First Ave. in Plentywood	12.4
Great Falls	Nov.	10th Ave. S. lighting	4.0
Great Falls	Nov.	3rd, 9th, 13th & 15th intersection with 10th Ave. S.-left turn arrows	
Great Falls	Nov.	10th Ave. S.-2nd to 29th St. signals	2.0
		<b>URBAN PROJECTS</b>	
Missoula	Oct.	widening Van Buren St.	---
Billings	Nov.	plant mix surface 4th Ave. N.-28th to 27th	0.6
		<b>RURAL SECONDARY</b>	
Missoula	Oct.	Intersection improvement (Rattlesnake Dr. & Lincolnwood)	---
		<b>OTHER</b>	
Various Counties	Oct.	State maintenance gravel crushing	
Various Counties	Oct. & Nov.	bridge painting	
Various Counties	Nov.	flood repair on I-90	

# EQUAL EMPLOYMENT OPPORTUNITY INTERNAL REVIEW

An internal review of the Department's EEO program was held in June by an FHWA specialist. The purpose was to evaluate overall structure and implementation, and provide technical assistance in the EEO planning process.

Program findings show continued progress in EEO techniques and concepts. Nine major areas show good management and support from the Department: (1) There appears to be an increased awareness of EEO issues, (2) The new training plan/policy is well written and priorities are good. The truck driver U5T female-RIF training program is an example, (3) The Manager, Civil Rights Unit keeps Director Wicks well informed on each supervisor's progress on EEO performance, (4) Posting notices on maintenance positions, which were identified as a problem last year, have been completely redone, (5) Almost all action items from last year's Affirmative Action Plan were completed, as well as almost all the FHWA recommendations, (6) Guidelines were issued on participation of the handicapped at public hearings, (7) The training information sent to EEO counselors has increased awareness at the field level, (8) Good publicity on EEO issues has been provided in the MDOH newsletter, "The Interchange," and (9) Hiring of women in GVW was accomplished through a concerted effort by the Division with assistance from the Civil Rights Unit.

Some aspects of the Internal EEO program were done so well documentation was requested from the Department to share with other state highway agencies.

The Department needs to strengthen its EEO program in some areas. For the third year a major program weakness is tied to not meeting goals and timetables and evaluating why underrepresentation continues to exist. This centers around a data bank which has not been placed on-line to evaluate applicant flow. Overall, the Department has shown steady improvement.

Six recommendations were made by the FHWA during the 1981 review: (1) Refine data collected on new hires, promotions, and terminations, (2) Refine applicant flow data to identify any differences in recruitment or selection, (3) Develop a system to increase the flow of EEO information through the ranks, such as regular staff meetings, (4) Work with unions to provide a concurrent consideration clause in contracts for selections in craft positions, (5) Develop a process to reduce the number of applicants being referred to selec-

tion panels and provide ranking factors to the panel, (6) Set realistic hiring goals and communicate goals to all hiring officials.

In a number of cases the Department is already meeting FHWA's recommendations, or steps are being taken to implement these goals. The Department has requested FHWA to change its future reporting requirements. If accepted, the next Internal EEO review would be scheduled for December of 1983.

## WHAT YOU EAT CAN CAUSE STRESS

"You are what you eat" is indeed fact not fantasy. The dietary habits of most Americans are a nutritional nightmare that bear little resemblance to the fare of our grandparents. Too often we eat too much of the wrong thing at the wrong time. It is estimated that 60% to 70% of the average diet is below optimum levels. Studies show that digestive diseases account for 10% of all money spent on medical care, and for one of every six sick days taken by workers and students in the U.S.

Excessive intake of refined sugars increases the risks of developing obesity, kidney disease, blood pressure changes, and emotional changes. Sharp drops in blood sugar level produce tiredness, fatigue and depression. Excessive sugars create irritability, restlessness and overactive behavior. Most hyperactive children simply can't tolerate sugar without producing adverse effects. All sugars can't be eliminated, but none of us need 125 pounds of sugar per year—the average annual American consumption.

Fats make up nearly half our total diet. You need only 10% fat in your diet. Excesses can cause heart disease and cancers of breast, colon, and prostate.

The evidence that high blood pressure is salt related is well known. Ulcers, high cholesterol, headaches and cancer are also strongly linked to excessive salt. The body needs only one teaspoon of salt per day. Because processed food contains large quantities, you can't eat a whole meal without consuming salt. A cup of Rice Krispies, 1 Hostess Twinkie, 1 ounce of processed cheese or 1 cup of canned soup each contain more than a day's supply of salt. It is no surprise that more than 20 million Americans have high blood pressure.

The food industry uses 2,000 additives even though we don't know the results of long term usage. Combining the herbicides, pesticides, hormones and growth stimulants used in food production with sugars, fats and salt produces a mixture with unknown effects. Small wonder that your digestive system rebels at the abuse. Long term abuse eventually affects the nervous system.

## CHANGE FOR RESULTS

What can you do to change your eating habits?

1. Don't gulp your food. Gulping leads to overeating. Try slowing down, you'll probably eat less and enjoy it more.

2. Don't eat when you're upset, sad or angry. You can't ask your body to do two opposite tasks at once. Eating during high emotional stress inhibits the digestive process.

3. Learn basic principles of good nutrition. Sources of information such as County Extension Office, local nutritionists, public health nurses and the local library are but a few.

4. Prepare foods yourself instead of canned or convenience foods.

5. Experiment with herbs, spices and flavors.

6. Reduce intake of "junk" and "snack" foods, especially those high in salt and fat.

7. Eat more fruits, vegetables and whole grains.

8. Control the stresses that some foods can cause. Don't let the forces of habit influence your diet. You can be healthy, more productive and economically ahead if you eat to live rather than live to eat.

## RETIREMENTS

Recent retirees with over 30 years of service with the Department include: Francis Delaney, Wolf Point, 40 years; Donald McRae, Miles City, 36 years, 2 months; Clifford Krejci, Chester, 35 years, 2 months; James Hahn, Helena, 34 years, 3 months; Lloyd Kunkel, Sun River, 33 years, 6 months; Norman Nelson, Kalispell, 31 years, 3 months; Albert Ullrich, Chinook, 31 years, 2 months; Loren Dollan, Kalispell, 30 years, 5 months; Robert Hamilton, Helena, 30 years, 3 months; Ray Potter, Miles City, 30 years, 3 months; and Ray Williams, East Helena, 30 years, 3 months. Other recent retirees are Roger Ganiere, Bigfork, 28 years, 5 months; Edward Kessel, Glendive, 28 years; Clayton Anderson, Belt, 27 years, 6 months; James Hein, Great Falls, 27 years, 4 months; Cecil Ray Bright, Helena, 26 years, 6 months; Charles Noble, Libby, 26 years, 5 months; Edward Kent, Ingomar, 26 years, 4 months; William Goodman, Lolo, 24 years, 9 months; Daniel Sullivan, Helena, 21 years, 11 months; Glen Stewart, Libby, 17 years, 2 months; W. D. (Bill) LeRoux, Helena, 14 years, 5 months; Orville Warner, Monarch, 13 years, 5 months; Lorraine Craig, Butte, 13 years, 3 months; William Arnold, Billings, 13 years, 1 month; and Mark Rubich, Billings, 10 years, 2 months.

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Editor

